

March 31, 2008
St. Norbert College Posting Policy

Policy:

As a college community rooted in the Norbertine ideal of *communio*, we promote and allow public means of sharing information which reflect mutual esteem and sincerity while honoring open dialogue. We hold the dignity of the human person primary in determining whether or not a particular communication is acceptable.

Purpose:

The purpose of the posting policy is to provide equal access to the space designated for the promotion of campus news, information, policies, programs and events, while protecting the dignity of individuals and campus property.

Scope:

The policy applies to all St. Norbert College students, faculty, staff, and the general public.

Guidelines:

The following guidelines apply to all forms of information sharing through posting – printed advertisements, chalking, table tents and outdoor displays on the SNC campus..

1. Publicity may not, by word or design, overtly or implicitly:
 - promote violence, or the use of weapons, alcohol or drugs (educational materials about alcohol and drugs may be approved for posting);
 - contain abusive language that targets individuals or groups;
 - include personalized attacks on individuals;
 - appear threatening;
 - contain information reasonably perceived as offensive or insensitive to members of any religion, race, gender or ethnic group;
 - contain information reasonably perceived as promoting stereotypes, e.g. of persons with disabilities, visible minorities, lesbians, gays, bisexual or transgender persons.
2. Information must contain the name and contact information (phone number, email address and/or postal address) of the sponsoring group or individual.
3. The event, time, place, and cost/price/donation (when applicable), must be stated.
4. Activities which are open to non-members of an organization may be publicized through general advertising media. Notification of a meeting or event that is only open to organization members is not permitted in public spaces.
5. The College reserves the right to remove without notice any form of publicity or information-sharing in violation of this policy or the above-stated guidelines.
6. Approval of any form of communication does not imply endorsement, but indicates compliance with this policy and guidelines.
7. Concerns about this policy or the content of specific information being publicly shared on campus is to be directed to the Associate Dean for Student Development.

Procedures – Bulletin Boards:

There are three categories of bulletin boards on campus – Official College Bulletin Boards (proposed; don't yet exist), Departmental Bulletin Boards, and General Use Bulletin Boards. Within the General Use Bulletin Boards, certain boards are designated for use for personal notices, e.g. ride boards.

Procedures for Official College Bulletin Boards

1. All notices to be posted on official College bulletin boards must relate to St. Norbert College-sponsored functions or programs that directly support the College's mission.
2. Approval for items posted on these bulletin boards must be sought from the Office of Communications.

Procedures for Departmental Bulletin Boards

1. General postings on these bulletin boards is only acceptable with the express consent of the department or division responsible for the bulletin board

Procedures for General Use Bulletin Boards

1. Approval for items posted on these bulletin boards must be sought from the Department of Leadership Development, Service and Engagement. To obtain this approval, submit materials to the Campus Center information desk no later than three (3) working days prior to the proposed date of posting.
2. Posters must not be larger than 11"x17".
3. Posters will be removed at the completion of the event.
4. Posting is prohibited on surfaces other than official bulletin boards and kiosks. Posters will be removed from surfaces such as walls, windows or doors, on parked vehicles, etc.
5. There may be only one poster or flyer publicizing a given activity on a bulletin board.
6. Posters for local, state, and federal elections must conform to the stated posting requirements, including the student organization's sponsorship.
7. Any posting in residence halls must be approved through the LSE Office and someone from LSE will take the 45 approved copies to Res Life.
8. Residential Life only permits 10 total flyers to be posted. Each Residence Hall has 2 campus bulletin boards on the first floor on which flyers for campus events are advertised. The rest of the bulletin boards are solely for RA use.

Procedures for General Use Bulletin Boards – Personal Notices

1. Notices advertising items for sale, tutoring, car pools, etc. are permitted only on these bulletin boards and do not need to be authorized or stamped by the LSE Office.
2. Though not subject to the approval process, these postings are fully bound by the policy and relevant guidelines.
3. Only one posting per bulletin board is permitted.

Procedures – Windows

1. Unless specifically approved by a member of the President's Cabinet, postings on glass doors and exterior windows will be removed nightly.
2. With permission from building managers, the following buildings may allow exterior window postings:
 - Campus Center

- Library
 - Residence Halls
3. These window postings are fully bound by the posting policy guidelines.

Procedures – Banners in Campus Center:

1. Banner space and all banners must be approved by the Associate Director of the Campus Center.
2. Banners may be displayed for a maximum of one week.
3. Banners may only be displayed inside the Campus Center on the second floor balcony, or outside the Union on the Roemer Mall side of the building.
4. Banners inside the Campus Center cannot hang below the bottom of the balcony concrete facade.

Note: Banners for display on the exterior of College buildings or structures must be approved by the President's Cabinet.

Procedures – Chalkings:

1. Only recognized student organizations and College departments are permitted to chalk messages on sidewalks.
2. Student organizations wishing to chalk should turn in a sheet of paper that shows what they wish to chalk on the sidewalks for approval at least 24 hours in advance of chalking. This will get approved through the same process as flyers.
3. The chalking must clearly indicate the sponsoring organization or department/office at each location.
4. Chalking is only permitted on sidewalks exposed to the rain.

Procedures – Table Tents:

1. Table tents must be approved and stamped in the Campus Center for placement on tables in the Union Dining Room and Dining Services must approve their placement.
2. 50 table tents are needed for display in the Union Dining Room.
3. Requests for approval must be received 7 days in advance of the event and may only be posted for three days.

Procedures – Outdoor Displays:

1. Student organizations or College departments/offices must have an 8 1/2 x 11 rendition of their proposed display approved by the Director of LSE. The rendition of the display must be in full color and a complete written description must be attached.
2. A meeting with the Director of LSE needs to be scheduled at least one week prior to setting up the display.
3. The display must clearly indicate the sponsoring organization/department's name and must include the dates the outdoor display will be viewed.
4. The organization/department will work with the Facilities Department to determine the appropriate outdoor space for the display.
5. Displays:
 - May not interfere with the freedom of safe pedestrian or vehicle traffic in the area of the display.
 - Must not disrupt the academic activities or other normal operations of the College.

- Must be removed by the sponsoring organization immediately following the end of the approved date.

Consequences of Non-Compliance

Failure to comply with this policy, the guidelines and procedures, can result in:

1. Individuals or organizations being charged for costs associated with the removal and/or damage caused to College property;
2. Receipt of formal notice to cease and desist in posting in unauthorized locations;
3. Suspension of posting privileges;
4. Further action as directed by the Associate Dean for Student Development.
5. Reinstatement of posting privileges or appeal of suspension is at the discretion of the Associate Dean for Student Development.

General Use Bulletin Boards on Campus

| Building | Number Available | Location |
|----------------------------|-------------------------|---|
| Campus Center | 5 | |
| Sensenbrenner Union | 5 | |
| Schuldes Sports Center | 3 | |
| Main Hall | 3 | Across from elevator in basement, on 2 nd and 3 rd floors |
| Boyle Hall | 7 | |
| Todd Wehr Library | 1 | |
| Cofrin Hall | 3 | |
| Bemis International Center | 2 | |
| Pennings Activity Center | 4 | |
| Old St. Joseph Church | 1 kiosk | |
| Bookstore | 1 | |
| Bush Art Center | 1 | |
| AP Hall of Fine Arts | 2 | |
| John Minahan Science | 9 | |
| TOTAL | 47 | |